

# Job Opportunity

June 8, 2007

With CDA  
it's not just  
another job  
it's a career!

**DUTY STATEMENT  
CLICK HERE!**

Please refer to  
CDA8 #0607-710-009  
on your application.

**Applications will be  
accepted until FILLED.**

**All applications will be  
screened and only the  
most qualified will be  
interviewed**

E-mail your application  
and resume to:  
**careers@aging.ca.gov**  
or  
for more information go  
online to:  
**[http://www.aging.ca.gov/  
html/jobs/  
career\\_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**  
or  
mail your information to the  
address below:

**CALIFORNIA DEPARTMENT  
OF AGING  
HUMAN RESOURCES**

1300 National Drive,  
Suite 200  
Sacramento, CA 95834  
TDD 1-800-735-2929  
TEL (916) 419-7525  
FAX (916) 928-2269



**APPLY NOW  
CLICK HERE!**

## Office Technician (Typing)

**Permanent Full-Time Position**

**Salary: \$2,598.00 - \$3,157.00**

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

The California Department of Aging's Mission is to provide leadership to the Area Agencies on Aging in developing systems of Home- and Community- Based services that maintain individuals in their own homes or least restrictive homelike environments. The Adult Day Health Care (ADHC) Program provides a day care program of health, therapeutic, and social services designed to serve the specialized needs of the elderly as well as adults with disabilities.

**PROGRAM:** Under the general direction of the Branch Chief (SSM II), and the operational direction of the SSM I, the Office Technician (OT) is responsible for providing administrative support for the various Adult Day Health Care (ADHC) Branch responsibilities. The OT will work in a team environment and in collaboration/coordination with members of other teams. The OT is responsible for sharing team leadership for various ADHC Branch responsibilities such as providing technical assistance, communication, coordination, and training. These responsibilities require general knowledge of the ADHC Program and a thorough understanding of the team function in relation to the ADHC Branch's vision, mission and goals.

### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Prepares and/or completes final versions of a variety of complex documents, including certification survey reports, letters, memos, manuals, charts, tables and graphs using a personal computer (PC). Proofreads all documents to ensure that spelling, grammar, punctuation, format and content are correct and consistent with departmental standards.
- Prioritizes administrative work assignments, reviews and distributes incoming correspondence and other documents. Makes photocopies of incoming documents as necessary to maintain complete ADHC Branch records. Screens telephone calls and responds to a variety of telephone and written inquiries for information, either directly within scope of knowledge, or by routing inquiries to other departmental staff.
- Maintains complete and accurate Branch administrative, program and data files. Independently reviews and analyzes the ADHC Branch files and filing system and makes recommendations for improvement to the SSM I. Protects the confidentiality of sensitive ADHC Branch records using procedures to ensure document storage security.
- Coordinates meetings, schedules interviews with incumbents, and assists ADHC Branch staff to understand and use PC applications.
- Maintains inventory of office supplies and public information resource materials.

### **WHO MAY APPLY:**

Applicants currently at the Office Technician (Typing) level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies.

Location: Sacramento—Natomas Area. **FREE PARKING!**

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

